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# Mujalla Islami Fikr-o-Tahzeeb MIFT

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## **Policy Document**



**MARCH 27, 2022**

**DEPARTMENT OF ISLAMIC THOUGHT & CIVILIZATION**  
**University of Management and Technology, C II, Johar Town, Lahore, Pakistan**

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## 1. Guidelines for Submission:

### اسلوب نامہ برائے مقالہ نگاران:

#### ۱. اصلیت و ادبی سرقہ:

- ادبی سرقہ سے مبرا، تحقیقی کاوش کو یقینی بنانا، مقالہ نگار کی اخلاقی و قانونی ذمہ داری ہے۔
- ادبی سرقہ اپنی تمام تر اقسام کے ساتھ ادبی اخلاقیات کے منافی ہے، جو کہ ناقابل قبول ہے۔ پہلے سے طبع/شائع شدہ مواد کو باحوالہ اقتباسی انداز میں پیش ہونا چاہئے۔
- ہائر ایجوکیشن پالیسی کے مطابق، ۱۹ فی صد سے زائد مواد کی ہم آہنگی، قابل رد یا مجلس ادارت کی مشاورت سے مشروط ہو سکتی ہے۔

#### ۲. تصدیق نامہ:

- تحقیقی مقالہ کے مولف/مؤلفین، تصدیق نامہ دینے کے پابند ہوں گے کہ زیر نظر / پیش شدہ مقالہ کسی اور جگہ طباعت کے لئے زیر غور نہیں۔
- کسی مقالہ کے ایک سے زائد مؤلفین کی صورت میں، رابطہ کار مولف/مصنف، دیگر مؤلفین کے اسماء اور ان کی تحقیقی کاوش کی شمولیت کو یقینی بنانے کا پابند ہے۔

#### ۳. طباعتی مراحل:



- طباعتی نظم کے لئے ضروری ہے کہ مقالہ نگاران مندرجہ ذیل مراحل کو یقینی بنائیں:

- پیش شدہ مقالہ، مجلہ اسلامی فکر و تہذیب کے طے شدہ میادین سے متعلق ہو۔
- جمع شدہ مقالہ مائیکروسافٹ ورڈ فارمیٹ میں اپ لوڈ کیا گیا ہو، جو کم از کم انگریزی زبان کے دوسو [۲۰۰] الفاظ کی تلخیص پر مشتمل ہو۔
- جمع شدہ مقالہ، خالص تحقیقی کاوش ہو جو اس سے قبل کہیں طبع نہ ہوا ہو اور نہ ہی کہیں طباعت کے لئے زیر غور ہو۔
- تحقیقی مقالہ، مجلہ کی ویب سائٹ پر بذریعہ OJS جمع کروایا جائے۔

#### • مقالہ کا اسلوب:

- مقالہ ایم ایس ورڈ (MS Word) میں کمپوزڈ اور صفحے کے ایک طرف پرینٹ ہو۔
- اردو متن "جمیل علوی نستعلیق"، "جمیل نوری نستعلیق"، عربی متن (آیات، احادیث) کے لیے Traditional Arabic، جبکہ انگریزی متن کے لیے Islamic Studies فونٹ استعمال کیا جائے۔
- مقالے کے مرکزی عنوان/مبحث کافونٹ سائز: اردو اور عربی 16، انگلش: 14 بولڈ، جبکہ متن کے لیے فونٹ سائز: اردو اور عربی 14، انگلش 12۔ حواشی و حوالہ جات کے لیے فونٹ سائز: اردو اور عربی 12، انگلش 10۔
- املاء و انشاء میں رموز و قواعد کا خیال رکھا جائے اور مکمل پروف خوانی کا اہتمام کیا جائے یہاں تک کہ غلطی کا امکان نہ رہے۔

#### • حواشی

- حوالہ جات کے لیے درج ذیل ہدایات ملحوظ رکھی جائیں:
- مقالہ کے حواشی اور حوالہ جات کی ترتیب میں شکاگو مینوئل سٹائل (17<sup>th</sup> Edition, Notes and Bibliographies style) کو بروئے کار لائے جائے۔ اس سٹائل کے مطابق حوالہ جات فٹ نوٹس کی صورت میں ہر صفحے کے نیچے یا اینڈ نوٹس کی صورت میں اختتام پر دیے جاتے ہیں۔
- فٹ نوٹ (Foot Note) کی صورت میں حوالے اور حواشی ہر صفحے کے نیچے دیئے جائیں اس کے لئے Alt+Ctrl+F کلک کیا جائے۔ اینڈ نوٹس کی صورت میں Alt+Ctrl+E کلک کیا جائے۔
- فٹ نوٹ (Foot Note) کی نمبرنگ اردو یا انگریزی میں ہو (1, 2, 3) اور رومن (i, ii, iii) سے اجتناب کیا جائے۔



- پانچ سطور یا اس سے زائد اقتباس (100 words) دونوں اطراف سے نصف نصف انچ چھوڑ کر بغیر واوین کے دیا جائے اور اس کا فونٹ سائز 12 ہو۔ پانچ سطور سے کم حجم کا اقتباس مسلسل عبارت میں واوین کے ساتھ ہونا چاہیے۔
- اگر حاشیے میں اقتباس دیا جائے تو ”واوین“ میں ہو اور اس کے آخر میں حوالہ کا نمبر دیا جائے۔
- آیات کے حوالے کے لیے سورت کا نام اور نمبر لکھ کر دو نقطے لگائیں اور اس کے بعد آیت نمبر تحریر کریں۔۔۔ البقرة: 2، المائدة: 5، الاحادیث کا حوالہ دینے کے لیے درج ذیل طریقہ اختیار کیا جائے:
- مثال: محمد بن اسماعیل البخاری، الجامع الصحيح، کتاب الایمان، باب علامة المنافق (ریاض: دار السلام، 1428ھ)، حدیث، 34، 14: 1۔
- مثال: محمد بن عبدالحاکم النیسابوری، المستدرک علی الصحیحین، ت: مصطفیٰ عبدالقادر عطا (بیروت: دار الکتب العلمیة، 1990ء)، حدیث نمبر: 256: 2، 4176: 2
- تمام احادیث کی تخریج کریں، احادیث کی تخریج کے لیے درج ذیل اسلوب اختیار کریں مو لف کے نام کے بعد، تالیف کا نام، اس کے بعد کتاب یعنی کتاب الصلوٰۃ یا کتاب الزکوٰۃ وغیرہ کا حوالہ دیں۔ اگر حدیث کا نمبر بھی موجود ہو تو حدیث کے نمبر کا حوالہ قوسین میں دیں
- مثال: الجامع الصحيح، کتاب الزکوٰۃ، باب مصارف الزکوٰۃ (1120)، 2/12
- کتاب کا حوالہ دیتے وقت مصنف کا پورا نام، کتاب کا نام (بولڈ Ctrl+B)، (مترجم و محقق کا نام)، مقام اشاعت، ناشر اور سن اشاعت، اور اس کے بعد/ کے دائیں طرف جلد اور بائیں طرف صفحہ نمبر درج کریں۔
- مثال: محمد بن احمد شمس الدین الذہبی، میزان الاعتدال فی نقد الرجال، ت: علی محمد البجاوی (بیروت: دار المعرفة للطباعة والنشر، س ن)، 4: 354
- ریسرچ جرنل میں شائع ہونے والے تحقیقی مقالہ جات، مضامین کے حوالہ کے لیے درج ذیل طریقہ اختیار کیا جائے:
- مثال: حمیرا احمد، ارسالان محمود، سید فواد منیر، ”اسلامی تہذیب و فکر۔ مالک بن نبی کی فکر کا مطالعہ“، افکار، جلد 3، نمبر 2 (2019): 64-65۔
- اگر ایک ہی بیان یا دعوے کے دو یا اس سے زائد حوالے دینا مقصود ہو تو سب کو ایک ہی سطر میں لایا جائے اور بیچ میں سیمی کولن (;) لگاتے جائیں
- مثال: الاستیعاب 2/36؛ معرفة الصحابة 1/146؛ اسد الغابة 2/451
- اگر محولہ کتاب ایک سے زائد جلدوں پر مشتمل ہو تو حوالے کا انداز یہ ہوگا: کتاب کا نام جلد/صفحہ نمبر۔
- مثال: عبد اللہ بن عدی الجرجانی، الكامل فی ضعفاء الرجال، ت: یحییٰ مختار غزاوی (بیروت: دار الفکر، 1988ء)، 6: 241۔
- اگر ایک ہی حوالہ پے در پے دینا ہو، تو ایضاً اور صفحہ نمبر لکھنا کافی ہوگا۔ اسی طرح ایک کتاب کا حوالہ مکمل لکھنے کے بعد جب دوبارہ دینا ہو تو محض مشہور لقب اور



کتاب کے نام ہی پر اکتفا ہونا چاہیے، ناشر، سن اشاعت، اور مصنف کے مکمل نام لکھنے کی ضرورت نہیں ہے

مثال: عروج، قرآن کا فلسفہ اخلاق، 28۔

- حوالہ نمبر ( ۱ ) اور حوالہ نمبر ۲ بالکل یکساں ہونے کی صورت میں ”حوالہ بالا“ یا ”ایضاً“ کی اصطلاح استعمال کی جائے۔ انگریزی مقالات میں مذکورہ صورت میں ”ibid.“ کی اصطلاح استعمال کی جائے اور اگر صفحہ نمبر مختلف ہو تو اس کا نمبر دیا جائے گا۔

- مترجم کتاب کے حوالہ کے لیے درج ذیل طریقہ اختیار کیا جائے:  
رابرٹ بریفالٹ، تشکیل انسانیت، مترجم۔ عبدالمجید سالک (لاہور: مجلس ترقی ادب، لاہور، 1994ء)، 352۔

- غیر مطبوعہ مقالہ جات کا حوالہ دینے کا طریقہ کار درج ذیل ہے:  
مثال: ریاض احمد سعید، ”آزادی۔ اظہار رائے: اسلامی اور جدید مغربی فکر کا تقابلی مطالعہ،“ (مقالہ ڈاکٹریٹ: جامعہ پنجاب، 2017ء)، 118۔

- انٹرویو کا حوالہ دینے کا طریقہ کار درج ذیل ہے:  
John Smith, “Interview by Author,” Tape Recording. New York City, 5 March, 2019
- مقالہ میں مذکور تمام غیر معروف شخصیات و اماکن اور اصطلاحات کا مختصر تعارف حاشیہ یا فٹ نوٹ میں کروائیں اور اس ضمن میں متعلقہ کتب کا حوالہ دیں۔
- حوالہ جات شامل کرتے ہوئے مصدر/ماخذ پر درج شہر (جس زبان میں ہو اسی میں) نقل کیا جائے، نیز تواریخ میں سن عیسوی و (اگر موجود ہو تو) ترجیح دی جائے۔



# TRANSLITERATION TABLE

ا	a	آ	d	غ	gh	بھ	bh
ب	b	ذ	dh	ف	f	پھ	ph
پ	p	ر	r	ق	q	تھ	th
ت	t	ژ	z	ک	k	ٹھ	th
ٹ	t	ز	z	گ	g	جھ	jh
ث	th	ژ	z	ل	l	چھ	ch
ج	j	س	s	م	m	دھ	dh
چ	ch	ش	sh	ن	n	دھ	dh
ح	h	ص	s	و	w	رھ	rh
خ	kh	ظ	z	ہ	h	کھ	kh
د	d	ظ	z	ی	y	گھ	gh

## Long Vowels

ا	ā
آ	ā
ی	ī
و	ū
ی	ī
و	ū

## Short Vowels

ا	a
ی	i
و	u

## Diphthongs

ا	(Arabic) aw
و	(Persian/Urdu) au
ی	(Turkish) ev
ی	(Arabic) ay
ی	(Persian/Urdu) ai
ی	(Turkish) ey

## Doubled

و	(Arabic) uww
و	(Persian) uvv
و	(Urdu) uvv
ی	iyy

ا (ā), when it appears at the middle or end of a word, is transliterated as elevated comma (') followed by the letter representing the vowel it carries. However, when ا appears at the beginning of a word it will be represented only by the letter representing the vowel it carries.

ع is transliterated as elevated inverted comma (').

ض as an Arabic letter is transliterated as (d), and as a Persian/Turkish/Urdu letter is transliterated as (z).

و as an Arabic letter is transliterated as (w), and as a Persian/Turkish/Urdu letter is transliterated as (v).

ا is transliterated as (ah) in pause form and as (at) in construct form.

Article ا is transliterated as (al-) whether followed by a moon or a sun letter, however, in construct form it will be transliterated as (l').

و as a Persian/Urdu conjunction is transliterated as (=o) whereas as an Arabic conjunction و is transliterated as (wa).

Short vowel (ا) in Persian/Urdu possessive or adjectival form is transliterated as (-i).

ا (a), when it appears at the middle or end of a word, is transliterated as elevated comma (') followed by the letter representing the vowel it carries. However, when ا appears at the beginning of a word it will be represented only by the letter representing the vowel it carries.

آ is transliterated as elevated inverted comma (').

ذ as an Arabic letter is transliterated as (d), and as a Persian/Turkish/Urdu letter as (z).

پ as an Arabic letter is transliterated as (w), and as a Persian/Turkish/Urdu letter is transliterated as (v).

ٹ is transliterated as (ah) in pause form and as (at) in construct form.

Article ا is transliterated as (al-) whether followed by a moon or a sun letter, however, in construct form it will be transliterated as (l).

و as a Persian/Urdu conjunction is transliterated as (-o) whereas as an Arabic conjunction و is transliterated as (wa).

Short vowel (ا) in Persian/Urdu possessive or adjectival form is transliterated as (-i).



## 1. Review Procedure:

All submitted manuscripts are reviewed through 'double-blind' peer review process that means the identities of the authors are kept confidential from the reviewers, and vice versa. To make this possible, an anonymous version of the manuscript are sent to reviewers.

### Desk Review

Submitted papers are first considered by the editor after submission. Papers that do not fall within the scope of the journal are 'desk-rejected'. In addition, papers that fail to meet a minimum threshold for quality and originality are also rejected without being sent out to the reviewers.

The standard procedure of an initial editorial review by the internal editorial committee consists of the **content, scope, formatting, citations according to recommended Style, i.e., Chicago Manual of Style, (Bibliographies and Notes format)** and is usually completed in three to four weeks

### Peer Review Policy

Papers passing through this initial editorial scrutiny are then typically sent out to minimum three referees (one national and two international). ". If one or more of these turn down the invitation to provide a review, other referees will subsequently be appointed. The authors will be informed when Editors decide further review is required. All publication decisions are made by the journal's Chief Editor on the basis of the referees' reports (reviewers report).

Please bear in mind that the peer review process takes another two- three months. Therefore, the contributors are expected to bear with us as we complete the process to ensure, that the (MIFT) adheres to the highest quality standards.

In case if a manuscript is found to be plagiarized (see plagiarism policy) after publication, the Chief Editor will conduct a preliminary investigation, maybe with the help of a suitable committee constituted for the purpose. If the manuscript is found to be plagiarized beyond the acceptable limits, the journal will contact the author's Institute / College / University and Funding Agency, if any.

We are advising all the author(s), do not submit the same paper to multiple journals. Author(s) should wait for the review status of the paper.

### Disclaimer

The Editor reserves the right to copy-edit and make necessary amendments to the submitted text. The editor also reserves the right to modify or omit material if deemed unsuitable for publication. However, all responsibility for **opinions expressed in articles as well as the precision of stated facts rests with the author** and not with the editors of the **Mujalla Islami Fikr-o-Tahzeeb (MIFT)**.



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- ✓ It is the author's responsibility to ascertain that she/he has submitted an entirely original work, giving due credit, by proper citations, to the works and/or words of others where they have been used.
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## **3. Subscription Details:**

No Subscription of MIFT as of year 2021, but we plan to follow UMT standardized subscription policy.

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## ***POLICY DOCUMENT***

8. Claims for loss of any issue will not be entertained in case of incomplete address or change in address without prior intimation.
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10. The following will be models for inland Subscription

<b>Subscription Time</b>	<b>1year</b>	<b>2Years</b>	<b>3years</b>
<b>Amount</b>	<b>Rs12000</b>	<b>Rs20000</b>	<b>Rs30000</b>



## **4. Ethical Guidelines:**

This Journal's publication ethics and publication malpractice statement is loosely based on the **Code of Conduct and Best-Practice Guidelines for Journal Editors (Committee on Publication Ethics, 2011)**.

### **I. Editors' Duties**

- The editor will use his/her intellectual discretion in deciding which of the manuscripts submitted will be forwarded for editing. This decision is solely based on the research conducted in the manuscript, originality, clarity of narrative, language and grammar as relevance to the paradigm of the journal. The important factors of copyright infringement, intellectual plagiarism and libel will also be accounted for.
- The authors' gender, race, religious belief and political background will not be a definitive factor in the decision process.
- Editors' need to outline clearly and concisely what is expected of authors in the form of regularly updated guidance. This link should be mentioned: <http://publicationethics.org/resources/code-conduct>.
- Editors need to provide guidance to reviewers on what exactly is expected of them. This includes the information on confidentiality. This guidance should be regularly updated.
- Editors should encourage good practice and comment on the originality of the research and be alerted to plagiarism.
- Editors should have the resources to be able to check plagiarism. (e.g. software, searching for new titles).
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- Editors should try and improve the journal and take it towards betterment by taking the views of the board members and reviewers into consideration.
- Be generally cognizant of new peer reviews and publishing methods and constantly reassess the processes of the Journal.
- They should ensure that all published reports and reviews of research have been reviewed by suitably qualified reviewers.
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- Academic institutions should be encouraged to recognize peer reviewing as being part of the scholarly process.
- Editors should have a maintained database on the reviewers and consistently update the reviewer's performance.
- Editors should use a range of sources to look at potentially new reviewers. They should



- not just use personal contacts.
- Manuscripts should be handled with utmost care and confidentiality.
  - Editors should protect the identities of peer reviewers. They should have a system in place that ensures that manuscripts submitted for publication retains confidentiality whilst being processed.
  - Reviewers' comments and suggestions should be openly forwarded to authors, unless they contain malicious language, libel or offensive remarks.
  - Editorial board members should be consulted annually to get their feedback on the Journal.
  - Journals should have policies and systems in place to ensure that commercial considerations do not affect editorial decisions.
  - A general description of the Journal's income sources should be declared (e.g. print charges, reprint sales).

## **II. Authors' Duties**

- The work should be as original as possible and appropriately cite the work or words and ideas of others. Borrowing of ideas and knowledge and research is also permitted provided it is cited correctly. If the work and/or words of others have been used, this has been appropriately acknowledged.
- Authors should present an objective discussion of the significance of research work as well as sufficient detail and references
- Authors should follow the submission guidelines of the Journal. These are outlined at: [https://journals.umt.edu.pk/index.php/mift/submission\\_guidelines](https://journals.umt.edu.pk/index.php/mift/submission_guidelines)
- The manuscript should only be submitted and published in one paper and multiple publications of the same manuscript is unacceptable and completely unethical. Previously published manuscripts cannot be submitted under any circumstances.
- Should be limited to those who have made a substantial contribution to the body of work and to its genesis. Those who have made a significant contribution should be listed as co-authors.
- In any event, authors should ensure accessibility of such data to other competent professionals for at least ten years after publication (preferably via an institutional or subject-based data repository or other data centre), provided that the confidentiality of the participants.
- Authors should use well reputed, substantiated and well-known sources only.

## **III. Authors should provide a plagiarism report along with the submission of the manuscript. Reviewers' Responsibilities:**

- Manuscripts should be treated as confidential documents. They must not be disclosed or discussed with other persons apart from the editor.



- An editor must not use unpublished information in the editor's own research without the express written consent of the author.
- Editors should evaluate manuscripts exclusively on the basis of their academic merit.
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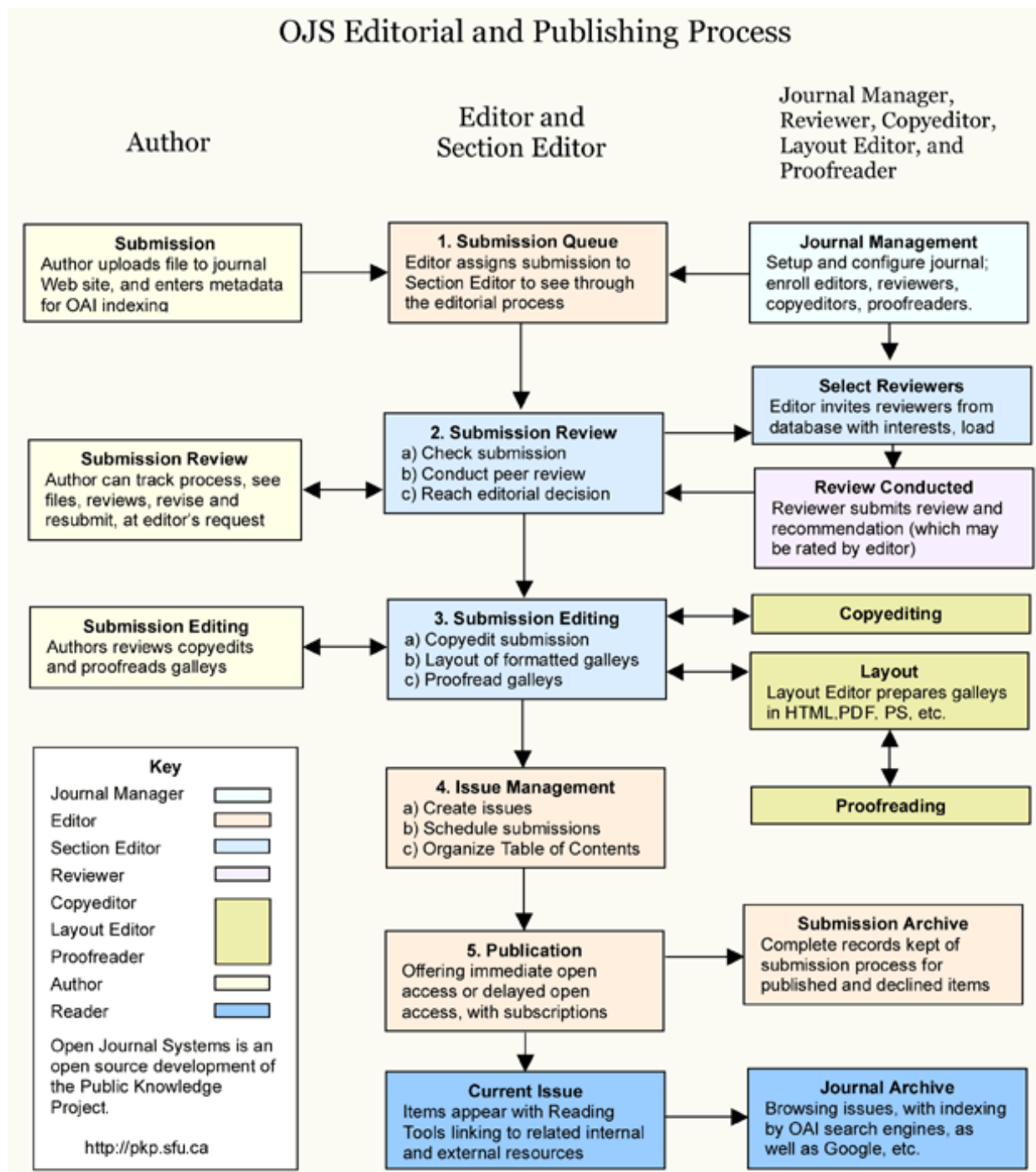
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## 6. Publication Process Map:





## 7. Detailed Timeline of Publication Process:

Operational activity	To be Sent	Editorial Assistant	Editor-in-Chief's Decision	Time Duration (in days)	Documents to be attached
Article Submission by Author	Acknowledgement paper ID Consent form to be signed by author(s)			2-3 days	Author's Consent form ORCID ID details
Desk Review Process		Extracting Turnitin report	Initial Screening  Decision whether the article is worth publishing and within scope	3-5 days	Desk review report Plagiarism report
Intimation to Author (if accepted/rejected)	Anonymous text file for blind peer review	Author is intimated via email on OJS  Forwarded to Review stage	1 international and 1 local Reviewers/ (or 2 local reviewers) are assigned to review file.	1 day	
<u>Foreign reviewers</u>	Anonymous Research Paper is sent to an international reviewer			20-25 days	Reviewers Evaluation Report
Intimation to Author (if accepted/rejected)		Author is intimated via email on OJS  Reviewer's comments/ suggestions are posted anonymously		5-7 days	<i>In case of acceptance</i> , author is asked to make suitable changes according to reviewers' suggestions.  Compliance Report along with the review paper to track changes



					theme and grading report Acceptance Letter
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<b>Local Reviewers</b>	Anonymous Research Paper is sent to a local reviewer			15-20 days	Reviewers Evaluation Report
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